

POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

DOA-15302 (C07/2015)
PREVIOUSLY OSER-DMRS-10
State of Wisconsin
Department of Administration/Division of Personnel Management

1. Position No. 316638	2. Cert / Reclass Request No.	3. Agency No. 115
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Agriculture, Trade & Consumer Protection Agricultural Resource Management Division 2811 Agriculture Drive Madison, WI 53718
6. CLASSIFICATION TITLE OF POSITION Environmental Program Supervisor	
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT Mark Skare - Environmental Program Supervisor
9. AGENCY WORKING TITLE OF POSITION	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Rodney Whelan - Environmental Program Supervisor
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Mark McCloskey - Natural Resources Program Manager	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:
see attached

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
	See attached	

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Page 2)

- a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☒ general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor Mark McCloskey Date 8-14-19

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

☐ P-FILE ☐ SUPERVISOR ☐ EMPLOYEE ☐ CERT REQUEST COPY

POSITION SUMMARY:

As a field supervisor in the Investigation and Compliance Section, this position implements and supervises a highly diverse and complex enforcement program related to the department's groundwater, pesticide registration and use, pesticide applicator certification, bulk pesticide and fertilizer storage, feed, fertilizer, and soil and plant additive programs and related agricultural management practices. Responsibilities include assisting in the development and implementation of the section's work plan and program evaluation. Developing and implementing policies and procedures for sampling and investigation, coordination of policies and programs with federal, state and local agencies. Provide technical and enforcement consultation to governmental agencies, the regulated industries and the general public. The position is responsible for first line supervision of assigned field investigators. The position reports to the director of the section and functions under general supervision.

GOALS AND WORKER ACTIVITIES:

- 55% **GOAL A:** Implementation of the department's enforcement program to support goals and objectives of the groundwater, pesticide registration and use, pesticide applicator certification, bulk pesticide and fertilizer storage, feed, fertilizer, and soil and plant additive programs according to the provisions of Chapters 93 and 94, Wis. Stats.
- A.1 Implement long- and short-range compliance goals and objectives as part of the department's comprehensive enforcement program under programs and policies mandated by law and rules.
 - A.2 Assist in the development of the uniform Bureau enforcement practices and procedures.
 - A.3 Monitor the assigned staff's enforcement activities to assure that enforcement actions are timely and appropriate.
 - A.4 Provide counsel and guidance to field investigators in the application of available investigation and enforcement practices and procedures.
 - A.5 Coordinate with the containment and remediation section in investigating and remediating environmental contamination at pesticide mixing and loading and agrichemical spill sites. Meet with facility personnel and consultants to discuss, develop and implement investigation and remediation plans.
 - A.6 Receive, evaluate and prioritize complaints from across the state of alleged pesticide misuse or product adulteration, assign investigators to cases, coordinate with local and/or state police, emergency government staff and/or health officials, and with pesticide manufacturers as appropriate.
 - A.7 Review and evaluate individual investigative case files and case summaries, recommend cases for administrative and judicial action to the section director, prepare draft legal documents including subpoenas, complaints, stipulations, and department orders. Prepare and issue warning notices and necessary correspondence related to cases as appropriate.
 - A.8 Counsel and assist department legal staff and county district attorneys in administrative and judicial enforcement actions.

- A.9 Carry out investigations in the most difficult and complex cases as assigned by the Section Director.
- A.10 Participate in administrative hearings and conduct compliance conferences to resolve situations and assure compliance in all program areas.
- A.11 Cooperate in toxic response investigations involving ill or dead animals.

25% GOAL B: Supervision of field investigators and environmental specialists.

- B.1 Develop employee objectives, performance standards, performance evaluations, and individual development plans.
- B.2 Counsel individual field investigators in problem areas, recommend disciplinary actions where appropriate, and implement any appropriate corrective actions.
- B.3 Assign work, adjust schedules, and assist investigators in the more difficult compliance problems in all program areas.
- B.4 Determine field staff training needs and assure that necessary classroom training is provided to individual inspectors.
- B.5 Provide necessary field staff training in the office and- field for new and existing staff.
- B.6 Participate in the interview and hiring process for section staff positions.
- B.7 Implement the department's affirmative action, safety and employee assistance policies.

10% GOAL C: Participation as a member of the management team.

- C.1 Review program plans with section and bureau management staff and conduct workload analyses to determine program efficiency (e.g., assess staff usage, evaluate staff time).
- C.2 Review unit budget in regards to evaluating staff training needs and program priorities. Prioritize training needs with other management staff and participate in the decision making process on the allocation of resources.
- C.3 Participate in overall program budget discussions. Look for efficiencies and areas of cost savings, develop proposals and prepare reports for section chief.
- C.4 Assist managers in analyzing, monitoring and projecting division revenues or expenditures.
- C.5 Review staff work plans on a routine basis.
- C.6 Complete special projects as assigned.

10% GOAL D: Provide information on Investigation and Compliance Section programs to interested individuals, organizations and government officials.

- D.1 Serve as the bureau, division or department representative to task forces, organizations, and other committees at the state, regional, and national level dealing with compliance and investigational issues related to bureau programs, as appropriate.
- D.2 Provide cross training in section functions to other division, department, and outside agencies' personnel who are involved in related use and control programs, including food, groundwater, hazardous waste, and toxic substance programs.
- D.3 Participate in training seminars for the regulated industry; speak at various industry, public and governmental seminars and meetings and participate in additional educational programs as needed.
- D.4 Provide liaison and direction to ARM staff members as to their involvement/roles in DATCP's response to - emergencies or disasters coordinated by the DEG.
- D.5 Participate as a member of the state's Hazardous Materials Management Team, for the state's response to hazardous materials incidents coordinated by DEG.
- D.6 Provide information to the public related to cases, enforcement actions and other section activities.

KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION:

- A. Extensive knowledge of the investigative methods, sampling procedures and the maintenance of the chain of custody to collect, preserve, and document evidence which is admissible in a court of law. (A1-A11, B1-B3, B5, C1-C3)
- B. Considerable knowledge of applicable state and federal laws, regulations and recognized standards governing the production, packaging, labeling, advertising, distribution, sale and use of regulated products. (A1-A11, B2, B3, B5, B6, C1-C6)
- C. Extensive knowledge of the basic principles of production, storage, labeling, disposal, distribution and use as they relate to the products inspected including the bulk storage of pesticides and fertilizer products. (A1, A2, A5-A11, B1-B3, B5, C1-C6)
- D. Considerable knowledge of program management and evaluation principles and techniques, including program organization and administration. (A1-A5, A7, A11, B1-B7, C1-C6)
- E. Considerable knowledge of standard principles and techniques of written and verbal communication and how to apply them efficiently and effectively. (A1-A11, B1-B7, C1-C6)
- F. Extensive knowledge of the hazards associated with pesticides and other toxic materials and in the proper use and maintenance of all necessary safety equipment to protect individuals from exposure while conducting investigations and inspection work. (A1-A11, B1-B5, C1, C6)

- G. Considerable knowledge of the basic principles of agricultural production and nonagricultural practices as they relate to laws enforced and products inspected. (A1-A2, A4-A11, B1, B3, B5, C1-C6)
- H. Considerable knowledge in use of conflict resolution techniques and verbal communication principles used to resolve conflicts. (A1, A3, A4-A11, B1-B5, B7, C1-C6)
- I. Skill in word processing and computer use and capabilities. (A1-A3, A5, A7-A9, A11, B1-B2, B4, B5, C1-C6)

PERSONAL CONTACTS AND THEIR PURPOSE:

There are frequent contacts with the field staff to establish work schedules and priorities on a day-to-day basis. The position has day-to-day contact with staff specialists on a variety of subjects. Contacts are normally informal and cooperative; many contacts involve problem-solving sessions. They occur daily and range from a few minutes to several hours.

Co-workers in the division and department: to coordinate the section's program, and to carry out administrative responsibilities. These meetings involve administrators, chief legal counsel, bureau directors, and other divisions' staff. Contacts are informal and cooperative. They may occur daily and range in duration from a few minutes to one hour.

The work requires the position to have frequent contacts with business owners, employees and customers of the feed, fertilizer, lime, soil and plant additives, and pesticide industries. These contacts range in nature from cordial to confrontational and can change quickly during the course of an investigation or conversation. They also have frequent contact with the other state agency personnel and county agricultural extension agents when handling problems in all program areas. The position has contact with many private individuals in for obtaining information on complaints regarding any of the programs. The persons contacted may be highly emotional or the persons may become highly adversarial.

The position must be sensitive to the motivation and needs of complainants and witnesses from all walks of life. Contacts with individuals and organizations are continuous throughout the year and range from a few minutes by telephone to several hours when made in person.

The position coordinates activities with Department of Natural Resources (DNR), Federal Drug Administration (FDA), Environmental Protection Agency (EPA), Emergency Government, Health and Family Services (DH&FS) and township, city and county government agencies such as county sheriff, local police departments, and district attorneys while doing investigations on feed, fertilizer and on pesticide misuse, storage, application, use and disposal problems, and groundwater contamination. Formal contacts with DNR occur in the investigation and remediation of sites affected by agrichemical spills or misuse.

The position assists other staff with developing legal complaints and submitting cases to district attorneys. The position may serve as an expert witness at trials. The purpose of these contacts is to provide information and education and to resolve conflict and take compliance action.

The position has contact with University staff (UWEX specialists and county staff and U.W. researchers) to explain the provisions and procedures of the department's compliance program. County extension agents are a source of information for much of the regulated community including pesticide applicators. Consequently, much contact is necessary between the section's staff and the UWEX staff. The contacts are usually informal and cooperative; however, they may occasionally be confrontational. Contacts may occur daily by telephone or in meetings and at monthly meetings. Meetings last from one to four hours.

DISCRETION AND ACCOUNTABILITY:

- A. The basic objectives are defined by Chapters 93, 94 and 160, Wis. Stats. Work objectives and priorities are established with the Director of the Bureau of Agrichemical Management. Within these basic guidelines, the incumbent will exercise considerable discretion in carrying out daily work activities and establishing work schedules.
- B. Basic guidelines are set by statute and administrative rules. General policy is established by the DATCP Board and Secretary. The incumbent will have substantial authority to recommend or initiate modifications of departmental rules and procedures, especially relating to investigational and compliance issues.
- C. General policy and administrative policy and procedures are reviewed by the Section Director, Bureau Director and Division Administrator prior to implementation. Except for new initiatives, the general and administrative policies are reviewed annually. The performance evaluation system provides for annual review by the Section Director.
- D. There is some joint review and consultation of compliance activities with other agencies that also have responsibilities for pesticide, groundwater protection, applicator certification, and medicated feed programs. This review is to coordinate and carry out compliance activities; there is no direct accountability to other agencies.
- E. Work assignments are determined by the incumbent. There is little review of regular work, except as it relates to new policy. Supervision is of a general nature.

PHYSICAL DEMANDS:

This position involves work both in an office and the field. When working in the field sampling and investigation may necessitate lifting objects up to 50 pounds in weight and significant walking and climbing, often while wearing protective equipment.

WORK ENVIRONMENT:

Most work is performed in an office. Some travel is required. Since the program is involved with pesticide control, bulk pesticide and fertilizer storage, toxic response situations, and groundwater contamination incidents, some specialized investigations, which require specific training and experiences in order to safely respond are required. These situations, spills, fires, and other emergency responses may be extremely hazardous and require sound judgment and use of appropriate safety equipment.